Clark Public Utilities
ATT-CKLST Rev. 8/22

ON-SITE ATTIC INSULATION INSPECTION SHEET

Installation Site and Customer Information

Customer Name:		Customer Phone:	
Site Address:	City:	State:	Zip:

The checklist below is to be completed on-site by a representative from the installation company:

☑ = Completed
NA = Not Applicable

1.	**Knob-and-tube wiring**: Insulation installed in contact with active knob-and-tube wiring was approved in writing by a licensed electrician. 2.2	☐
2.	**Shields**: Rigid, non-combustible materials. Extend min. 4” above new insulation and 3” clearance around non-IC fixtures. Attached to framing. Insulation removed from top and inside of shield. 4.1.2	☐
3.	**Flues and chimneys**: Insulation with no clearance around flues and chimneys is non-combustible (labeled as meeting ASTM E-136) and permitted by a local code official. 4.1.2	☐
4.	**Ventilation**: Passive Attic Ventilation Calculator completed and attached *and* Net free area (NFA) of vents meets BPA Weatherization Program Requirements 4.3	☐
5.	**Soffit baffles**: Insulation/debris removed from vents. Baffles are rigid, air impermeable, and extend at least 4” above final attic insulation. Opening between baffle and roof sheathing equal or greater than area of soffit vent. Baffles reach exterior side of top plate and attached to rafters. Unbaffled bays sealed with rigid, moisture-resistant material. 4.3.1	☐
6.	**Exhaust ducts**: Vented to outdoors, supported to not sag, insulated to R-4. 4.4.1	☐
7.	**Vapor retarder**: If present, is installed in contact with attic side of ceiling. No vapor retarder installed over existing attic insulation. 4.5.4	☐
8.	**Hatches**: Insulated and weatherstripped. Insulation dam installed following one of these methods. a. Made of rigid materials. Permanently secured to framing. Extend 4” above the final level of the insulation. b. Made of fiberglass batts, R-value equal to remainder of attic, lay flat, at least 15” wide. 4.5.5	☐
9.	**Pull-down stairs**: Weatherstripped, insulated to min. R-10. New assemblies include min. R-5 on conditioned side, and weatherstripping. 4.5.6	☐
10.	**Attic walls/Kneewalls**: Insulated to meet requirements, insulation covered with vapor permeable air barrier if attic is used for storage, access door insulated to min R-13 and weatherstripped. 4.5.8	☐

Notes:

By signing below, I certify that the items marked as completed on this checklist were completed for this site.

Installation Company Rep ***Signature***	*Installation Company Rep* ***Printed Name***	Date of On-Site Inspection
Installation Company Name:	Phone:	

↓↓↓ UTILITY USE ONLY ↓↓↓

Notes:	**PASS or FAIL**
Utility Inspector Signature:	Date: